



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGMT-03-09

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Electrician in the Maintenance Section.**

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Electrician, HYA-526306
(Personal Services Agreement)

OPENING DATE: March 19, 2009

CLOSING DATE: April 02, 2009

WORK HOURS: Full-time; 48 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-AA
Ordinarily Resident: Grade: FSN-4*
*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION MAY NOT BE ACCEPTED.

BASIC FUNCTIONS OF THE POSITION:

- The incumbent is responsible for the installation, maintenance and repairs of electrical wiring system, related switches, light/ power distribution panels and generator auxiliary panels and outlet boxes, along with wide variety of electrical fixtures, tools and appliances in the Consulate Official Building.
- Has the responsibility of new /old electrical installation, maintains, repairs electrical wiring network, switches, socket outlets, distribution panels, building interior & exterior light fixtures and perimeter path way lights. Incumbent is also responsible for laying new or identifying existing data cables. Laying or

replacing different sizes of cables, switch gears and starters at The Consulate and leased residences.

- More specifically has the responsibility for the preventive maintenance of 3000 light fixtures, 4000 to 5000 socket outlets and more than 100 small/large light and power distribution panels. Following maintenance schedules and inspections or work orders, performs maintenance services, diagnoses system or equipment malfunctions and repairs as necessary. Checks and ensures equal load distribution on all three phases.
- Carry out electrical wiring with local or state side conduits with all required accessories, pulling wires, splicing and connecting to the fixtures, switches, receptacles and power sources. Conduct insulation tests on the circuits and equipment by use of multi meter, ammeter and meg-ohm-meter of 500 - 1000 V
- Performs and assists for repairs and renovation projects of laying electric wiring, data cables, power outlets, and light fixtures etc. Requests all necessary tools and proper materials required for carrying out the job. Keeps account of all materials, cleans work area site and makes it safe.
- Ensures proper use of time, tools, materials, spare parts and testing instruments are accounted for and unused, new and old serviceable materials are returned to store room. Fills in work orders with appropriate data of time spent and materials used, attach all paper work and give to the Foreman. Ensures proper use of safety equipment and follow safety rules while working/testing on any equipment in operation. Ensures that the work area/sites are kept clean all times.

REQUIRED QUALIFICATIONS:

- a) **Education:** Two years course in electrician trade from any recognized Industrial Training Institute (ITI) after completion of Senior Secondary Schooling.
- b) **Prior Work Experience:** 3 years practical experience as an electrician within or outside the mission.
- c) **Language Proficiency Level:** – II English (Speaking, reading and writing) Level – II Telugu (speaking, reading and writing)
- d) **Job Knowledge:** Good working knowledge of all utility equipment operations and installation of a variety of electrical, systems, circuits, equipment and controls.
- e) **Skills and Abilities:** Identifies and solves repair problems, fault finding and troubleshooting with the aid of specialized tools, meters, and equipment.

SELECTION PROCESS:

Qualified Eligible Family Members of Mission India employees and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflicts of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01 (Rev 05/04), available online at:

**http://hyderabad.usconsulate.gov/job_opportunities.html or
http://newdelhi.usembassy.gov/job_opportunities.html**
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their application

SUBMIT APPLICATION TO:

By Mail: Human Resources Office
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA

or

By E-mail: HyderabadVacancies@state.gov

Please insert “: **HYA-MGMT-03-09**” (Vacancy Announcement Number) in the subject line of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number may not be considered.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for this announcement must be received by the Human Resources Office by close of business April 02, 2009.

Cleared by: MO - WHBoyle
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER